Eaglesham Primary School Parent Council

CONSTITUTION

(Updated August 2014)

1 – This is the constitution for **Eaglesham Primary School Parent Council (the Council)**.

2 – The Council is established in accordance with the Scottish Schools (Parental Involvement) Act 2006, hereinafter called the Act. Its **functions** are as described in the Act and are, in brief, to:

* support school management to improve the quality of education that the school provides (including the nursery), and to develop to their fullest potential the pupils attending the school (and nursery);
* develop and engage in activities which support the education and welfare of pupils;
* promote contact between the school, the Parent Forum, prospective parents and the wider community;
* identify and represent the views of the Parent Forum on the education provided by the school and other matters affecting the education and welfare of the pupils;
* to work in partnership with the school to create a welcoming school which is inclusive for all parents; and
* comply with any reasonable request made to it by the Head Teacher of the school or by the education authority for information relating to its exercise of those functions.

3 – The total **membership** of the Council will be a minimum of 5% of the total school (including nursery) pupil roll (**the roll)** and a maximum of 10% of the roll. Any parent or guardian **(parent)** of a child at the school can volunteer to be a member of the Council (for a *minimum* term of one year), however:

1. there will be **a minimum** of two parent representative places kept for each year group i.e. one parent member per class. If there are more parents nominating themselves for selection for a school year than spaces available, then additional parents can be included on the Council up to the maximum number permitted. If the total number of parents nominating themselves for selection will cause the maximum membership of the Council to be exceeded (allowing for spaces left where there are vacancies, e.g. school years where there have been no volunteers), then the parents representing those classes which are oversubscribed will have their names drawn from a hat until the maximum number is reached. Anyone not selected to be a member of the Council may be offered the opportunity to be a part of any working groups or sub-committees set up by the Council, or to be co-opted, should space arise;
2. there will be a minimum of four nursery parents;
3. there will be a minimum of one school representative member;
4. parent membership ceases when the parent elects to leave (having served at least one year), when the parent is asked to leave in terms of Item 7, or when the parent ceases to have a child at the school;
5. the Council can co-opt members, for example:
   * 1. if the minimum number is not reached;
     2. to obtain members other than parents (representing the wider community);
     3. to gain certain expertise.

The number of co-opted members must always be in a minority. Co-opted members will be invited to serve for a minimum of one and maximum of two years, after which the Council will review their membership.

1. The Council can invite pupils from the Pupil Council to attend at times, or set up a sub-group to liaise with the Parent Council and report back; but pupils may not be members of the Council.

4 – The Council will elect the following **Officer Bearers** from within its parent membership:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer

They will serve for two years as long as their membership of the Council continues.

5 – The Council is accountable to the Parent Forum **(the forum)** for Eaglesham Primary School and will make a report to it at least once each year on its activities on behalf of all the parents. If a group of parents, of at least 5% of the roll in number, request in writing a special general meeting to discuss issues falling within the Council’s remit, the Council shall arrange this. The Council shall give all members of the forum at least two weeks’ notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

6 – The Council will meet at least twice every school term (i.e. at least six times). The **Annual General Meeting** **(AGM)** will be held in the last term of each school year. A notice of the AGM, including date, time and place will be sent to all members of the parent forum at least two weeks in advance. Should a vote be necessary to make a decision, each parent at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

7 – If any member acts in a way that is considered by other members to undermine the objectives of the Council, their membership of the Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

8 – Notwithstanding the provisions of Item 7; failure of a parent council member to give notice for non-attendance at three consecutive Council meetings is regarded (excepting special circumstances known to an Office Bearer) as that member having resigned, and termination of their membership would be confirmed in writing.

9 - Copies of the minutes of all meetings will be available to all parents and teachers via a means to be determined by the Council e.g. by request to the Secretary or by placing them on the Council notice board or school website.

10 - Meetings of the Council are generally open to the public, but if a matter is being dealt with which the Council considers ‘confidential’ or ‘sensitive’, then a separate ‘closed’ meeting will be called between the parent members and the Head Teacher (or their representative) only to discuss this.

11 – The Council may appoint such special or standing committees as it deems necessary and shall determine their terms of reference, powers, duration and composition. All proceedings of such special committees shall be reported to the Council.

12 - The Treasurer will open a bank account or building society account in the name of the Council for all funds. Withdrawals will require the signatures of two parent Council members, one usually being the Treasurer. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary for each Council meeting and a full account for the AGM. The Council are responsible for ensuring that all monies are used in accordance with its objectives.

13 - The Council may change its constitution at any time, after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given a reasonable time to respond to the proposal, a majority of responses prevailing.

14 - Should the Parent Council cease to exist, any remaining funds will be passed to the school for its benefit.

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